

MEMORANDUM

TO: Regional Directors

FROM: John M. Daniel, Jr., P.E., DEE

SUBJECT: Memo Number 99-1006. Promulgation of State Operating Permits Manual

DATE: October 21, 1999 (amended January 20, 2010)

Copies: David K. Paylor
Director of Program Coordination

Regional Permit Managers

Air Permit Managers

The “State Operating Permits Manual” is hereby authorized for use by DEQ staff writing state operating permits pursuant to the Regulations for the Control and Abatement of Air Pollution, 9 VAC 5 Chapter 80, Article 5 (9 VAC 5-80-800 et seq.). As you know, this rule took effect on April 1, 1998. The Manual can be found electronically on DEQNet at Programs/Air Permitting/Permit Manuals/SOP Manual – Sept 1999. One paper copy is being mailed to each regional office.

This Manual is to be used as guidance in writing state operating permits in Virginia. Deviations from its recommended procedures may be allowed by regional offices, but should be documented, and the documentation filed, with the affected permit paperwork. The documentation of deviations should be shared via e-mail with the Office of Air Permit Programs, so that the Manual may be revised on occasion to reflect current permitting practices.

The sample letters found in the Appendices are intended as aids to permitting staff in effective writing of notices, notifications, and letters. These samples may be altered

for use at an individual regional office with the approval of the regional director of his designee. Some of these samples were taken from existing boilerplate letters found on DEQNet.

As you know, a July 21 draft of the Manual was submitted for regional air permitting staff review. The Office of Air Permit Programs and the committee writing the Manual are grateful for the many helpful comments received. The comments were incorporated as appropriate, and a “Comments and Responses Document” explains how this worked.

If you have questions or suggestions for future revisions of this State Operating Permits Manual, please contact the Office of Air Permit Programs.